Gujarat University
Navrangpura
Ahmedabad-380009

E - Tender Reference Number: GU EXAM_2025_002

For
Barcode Based Examination Data/Result Processing and Printing

Submitted By: ....

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

e-Tender for Barcode Based Examination Data/Result Processing and Printing Under Two Cover System

Estimated Tender Cost: Rs 1,10,00,000/-
Tender Fee: Rs.15,000/-
EMD: Rs. 3, 30,000/-

DATE OF INVITATION OF TENDER DOCUMENT	:	**12-09-2025**
PRE-BID MEETING	:	**17-09-2025 3.00 pm**
LAST DATE AND TIME OF BID SUBMISSION (ONLINE)	:	**03-10-2025 5.00 p.m.**
LAST DATE AND TIME OF TECHNICAL BID SUBMISSION (PHYSICAL)	:	**06-10-2025 4.00 p.m.**
TIME AND DATE OF OPENING OF TECHNICAL BID	:	**07-10-2025 3.00 p.m.**
PLACE OF OPENING OF TENDERS	:	**Office of the Registrar Gujarat University, Navrangpura, Ahmedabad, Gujarat 380009**
ADDRESS FOR COMMUNICATION	:	**The Registrar Gujarat University, Navrangpura, Ahmedabad, Gujarat 380009**
EMAIL	:	**ce@gujaratuniversity.ac.in**

e-Tender for Barcode Based Examination Data/Result Processing and Printing Under Two Cover System

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Signature and seal of Bidder

CHECK LIST FOR Tenderer TO BE SUBMITTED ALONGWITH Tender
(TECHNICAL BID)

The following documents are attached with the Tender: -

1.	Page No. to entire set of signed Tender and documents enclosed with it.	Yes / No.	Total Page No. _____
2	Whether Tender Fee in terms of Demand Draft are placed in separate cover?	Yes / No.	Page No. _____
3	Whether EMD in terms of Demand Draft are placed in separate cover?	Yes / No.	Page No. _____
4	Whether copy of GST Registration is attached?	Yes / No.	Page No. _____
5	Whether copy of PAN number is attached?	Yes / No.	Page No. _____
6.	Whether copy of Income-Tax return /assessment order of last 3 years are attached?	Yes / No.	Page No. _____
7.	Whether work orders are attached? (Only work orders direct from educational Institutes will be considered)	Yes / No.	Page No. _____
8.	Whether all documents self – attested by bidder or authorised person?	Yes / No.	Page No. _____
9.	ISO 9001:2015 is attached?	Yes / No.	Page No. _____
10.	ISO 27001: 2022 is attached?	Yes / No.	Page No. _____
11.	Whether Details of the Bidder (as per annexure –A) is attached?	Yes / No.	Page No. _____
12.	Whether CA certificate turnover sheet (Annexure B) as per Tender are attached?	Yes / No.	Page No. _____
13.	Whether Annexure C as per Tender are attached?	Yes / No.	Page No. _____
14.	Whether Annexure D as per Tender are attached?	Yes / No.	Page No. _____
15.	Whether Annexure E as per Tender are attached?	Yes / No.	Page No. _____
16.	Whether Annexure F as per Tender are attached?	Yes / No.	Page No. _____
17.	Whether Annexure G as per Tender are attached?	Yes / No.	Page No. _____
18.	Experience of Result processing through OMR	Yes / No.	Page No. _____

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Signature and seal of Bidder

Eligibility Criteria/Pre-qualification

GUJARAT UNIVERSITY invites Tender from experienced Software Providing Organizations (henceforth, will be referred to as bidder) as single entity with expertise in software Development, Customization, Maintenance, Management and User support with Onsite services the following terms of Reference (TOR)

1. The Bidder must be a reputed company having minimum experience of 5 years in processing students examination data, supplying/customizing University/Board Exam Software Solutions/Services in Education Segment involving minimum Three lakh students' pre-exam and post-exam work of various faculties in each year. The bidder/firm must possess the requisite experience, strength and capabilities for providing the services necessary to meet the requirements, as described in the Tender document.

2. Submit copies of (i) Company Profile/details, (ii) Company Registration Certificate, (iii) PAN (iv) GST Registration Certificate, (v) ISO 9001:2015 & ISO 27001: 2022 (vi) Client Lists, (vii) Work Orders/Invoices from Universities for last three years clearly showing this kind of work executed involving minimum 3 lakh students of various faculties in each year. The applicant shall submit all documentary proof of the above-mentioned eligibility criteria with proof of work order from UGC recognized Universities / educational institutes / Boards / Councils or such other certificates. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document.

3. The bidder should be the original developer of the software and should not be a reseller or authorized bidder of a third party for the software. The bidder should own the complete source code of the software being used for necessary hardware infrastructures. Declaration in the form of affidavit from the Bidder regarding the ownership of software must be submitted as per **Annexure- G**.

4. The bidder should participate as a single entity. No consortium or group of companies will be allowed.

5. <u>The bidder should currently have ONE live (running) contract with any University / Govt. Organization / Exam conducting Body / University / State Board for Similar nature of work</u>.

6. The bidder should have a minimum single order of 2000000 (Twenty Lakh) Answerbook data entry and barcode sticker printing. He must also have experience of handling average 2000000 (Twenty Lakh) Answerbook data entry and barcode sticker printing each year for minimum 5 years of any University / Board / Service Commission / Govt./Semi Govt. Institute and result processing via minimum of 10,000 OMR sheets each year.

7. The Bidder should have experience of working/providing software services to various university examinations related to result processing including pre & post examination work of at least 1 (One) university having minimum 20,000 students exams each year for minimum 5 years.

8. The Bidder should have experience of an average of 500 (Five hundred) various exams across Seven different faculties each year for 5 years of pre & post examination work with marksheet & OR printing.

9. The invitation to bid is open to all who qualify the eligibility criteria given below. Eligibility criteria are mandatory and any deviation in the same will attract bid disqualification.

10. The average turnover of the bidder/firm in related activities like examination data processing shall be an average of 3 crores rupees for each of the last three financial years as per Annexure –B. For implementation of the project. Tenderer will be solely responsible towards Gujarat University.

11. The bidder/firm shall have sufficient experienced professional/technical staff for conducting such automation work.

12. **The Bidder or any other firms owned/previously owned by the bidder should not be under a Declaration of Ineligibility or blacklisted or debarred with any of the Government/Public sector unit Agencies/ University / educational institute / Board / Council. The bidder should submit an affidavit on stamp paper of Rs 300/- stating the same. (Annexure E)**

13. **The bidder must have an office in Ahmedabad or must establish office in Ahmedabad for execution of the examination work. (Submit office ownership/rent proof or a letter showing willingness to start office in Ahmedabad in the form of affidavit.) (Annexure F)**

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

1. Tender Notification

The Registrar, Gujarat University, invites e-tender offers in 2-Bid form from eligible, reputed agencies for processing students' data for examination work including Entry, Processing and Printing for students appearing in various examinations at Gujarat University, Ahmedabad as per the details given in this Tender Form. e-Tender Form document may be downloaded from n-Procure website (www.nprocure.com) or Gujarat University website (www.gujaratuniversity.ac.in) by any interested eligible bidder.

2. Important dates and details are given below:

Tender Reference	GUEXAM_2025_002
Name of the Project	Barcode Based Examination Data/Result Processing and Printing
Estimated Cost	Rs. 1,10,00,000/- (One Crore Ten lakhs only)
Tender Submission Fee (Non-Refundable)	Rs. 15,000/- (Fifteen Thousand only)
Earnest Money Deposit (EMD)	Rs. 3,30,000/- (Three Lakhs Thirty Thousand only)
Delivery Period	As per specified in this Tender Document
Publication and downloading of tender documents start from	12 September 2025
Pre-Bid Meeting to provide details about requirements	17 September 2025 15:00 Room No. 27, First Floor, Main Building, Gujarat University, Ahmedabad-380009
Last Date for downloading of tender documents & submission of prices through n-Procure	03 October 2025 17:00 hrs.
Last Date and Venue for submitting Tender documents, DDs and other documents	06 October 2025 16:00 hrs. at General Section, Room No. 38, First Floor, Main Building, Gujarat University, Ahmedabad-380009 (Gujarat)
Date and Time of Opening of Technical Bid in presence of Bidders	07 October 2025 15:00 hrs.
Date and Time of Opening of Commercial Bid	Will be communicated later.
Validity of quoted Prices	365 Days
Gujarat University Website	www.gujaratuniversity.ac.in
Contact Numbers	Phone: (079) 26307700

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

- COMMERCIAL RATES AND PRICES MUST BE SUBMITTED ONLINE THROUGH nPROCURE ONLY. It is also important to submit the duly filled-in tender document (WITHOUT COMMERCIAL PRICES) along with DDs and supporting documents with machine printed page numbering in a sealed envelope at the address mentioned (*).
- **Separate** DDs in favour of "Registrar, Gujarat University" for Prescribed Tender submission Fee and Earnest Money Deposit (EMD) from nationalized bank must be enclosed with the sealed envelope as mentioned in this tender document. Offers received without DDs will be rejected.
- Detailed Technical Specifications, Terms and Conditions, various formats and proforma for submitting the tender are described in tender document and its **Annexures**.
- Do not change this tender document. Any change/s made in the tender document by the bidder will lead to disqualification.
- It is essential to attend the Pre-Bid meeting which will take place at the address, date and time mentioned in this tender document. The interested bidders must depute their representative with an authority letter to remain present in the Pre-Bid meeting. **Failing to attend the pre-bid meeting will lead to disqualification as it is necessary for the bidder to understand the complex scope of the work to be performed.**

3. General:

Gujarat University intends the agency to process data for students appearing in various examinations for generation and printing of Candidate Lists and various other statements after giving Seat numbers, generation and printing of block attendance sheets (01-Patrak), generation and printing of bar code stickers as the Pre-Examination work. After the examinations are over, the agency is required to print and paste Unique Id Number stickers on each answer book, entry of marks from answer books, entry of internal marks, preparation of results as per University rules, printing of notifications, mark statements, office registers for University and Colleges, carry out necessary corrections after rechecking/reassessment with modified mark statements and office registers, printing of duplicate marks statements, generation of rank wise lists for rank certificates and medals as Post-Examination work.

The bidder should maintain the software for a period of 5 years during which any customization needed by the university is to be implemented without additional cost. After five years the software is to be handed over to the university with source code to the university

4. Instructions to Bidders:

4.1 It may be noted that the requirements given in this tender are indicative only and Gujarat University may decide to vary the quantities as required. Gujarat University reserves its right to increase/decrease quantities of any item covered in this tender at the same price and terms within the validity period of tender.

4.2 The quantities mentioned in the work order to the selected bidder will also be indicative only. The payment will be made on actual numbers based on the actual number of students registered for various examinations.

4.3 The University reserves its right to split the work and offer to more than one bidder.

4.4 The terms and conditions for bidders who participate in this tender are specified in the section named "Terms and Conditions". These terms and conditions are binding on all the bidders. These terms and conditions will form part of the work order.

4.5 The bidder should be agreeable to ALL the terms and conditions specified in the tender document. Conditional offers are liable for outright rejection.

4.6 The bidders must provide rates of all the items mentioned in this tender. The tenders will not be considered if rates are not quoted for any item.

4.7 The offer should hold good for a period of **365 days** from the last date of submission of the tender.

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

4.8   The sealed envelope containing hard copy of the required documents should be marked with the Tender Reference Number and Name of the Project. Address for Communication:

<div align="center">

Registrar

Gujarat University

Navrangpura

Ahmedabad (Gujarat) – 380009

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4.9   E-Mail correspondence will NOT be entertained in reference to this tender.

4.10   Gujarat University will scrutinize the technical details received to determine whether they are complete and as per tender requirements, whether technical documentation as asked for and necessary have been submitted, whether the documents have page numbers on each page and have been signed on each page, weather all required support documents are submitted, and whether all the items are offered as per the tender requirements. The technical bids not meeting the eligibility conditions will be rejected. Gujarat University may, at its discretion, waive any minor non-conformity or any minor irregularity in the technical bids. This waiver shall be binding on all the bidders and Gujarat University reserves the right for such waivers.

4.11   To assist in the scrutiny and evaluation of technical bids, Gujarat University may, at its discretion, ask some or all the bidders for clarifications on the details given by them. The request for such clarifications and the bidder response will necessarily be in writing.

4.12   Format for Technical Bid: The Technical bid should be made in an organized, structured and neat manner. Brochures/leaflets etc. should not be submitted in loose form. The suggested format for the technical bid is as follows:

     (i)   Tender Submission Fee in the form of a DD as mentioned in the tender document.

     (ii)   EMD by way of separate DD as mentioned in the tender document.

     (iii)   Index

     (iv)   Covering letter. This should be **on the letter head of the bidder.**

     (v)   Details of the bidder as per **Annexure-A on the letter head of the bidder.**

     (vi)   The copy of original tender document with signature and stamp of the bidder at the declaration part.

     (vii)   Copy of (a) Company Profile/details, (b) Company Registration Certificate, (c) PAN Certificate, (d) GST Registration Certificate, (e) Client Lists, (f) Work Orders from educational institutes **(Only work orders direct from educational institutes will be considered)** for last three years clearly showing experience of the bidder in this kind of work executed involving minimum 3 lakh students of various faculties in each year for past three years (g) Only work orders direct from educational Institutes will be considered (h) Any other certificates.

     (viii)   The bidder should put seal and signature of authorized person on each page of all papers submitted.

     (ix)   **All pages should be numbered showing page no. out of total pages.**

4.13   COMMERCIAL RATES AND PRICES MUST BE SUBMITTED ONLINE THROUGH nPROCURE ONLY. The quoted rates should include all taxes if any. The prices must be quoted in Indian Rupees (INR) only.

4.14   It is absolutely essential for the bidders to quote the lowest price at the time of making online offer in their own interest, as the University may not enter into any further price negotiations.

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Terms and Conditions:

5.1   The Agency will provide a Security Deposit of INR 5,50,000 (Indian Rupees Five Lakhs Fifty Thousand only), if work is assigned. (DD in favour of The Registrar, Gujarat University) The Security Deposit will have to be submitted at the time of acceptance of the work.

5.2   Quoted rates must be INCLUSIVE of all the applicable taxes and duties.

5.3   Gujarat University will provide sufficient floor space with electricity. The agency will maintain above premises with their own security arrangements throughout the tenure of the Job. Work will be strictly done in Gujarat University premises.

5.4   The agency will work with their own infrastructure like tables, chairs, computers, scanners, printers, network, Biometric machine, required stationery etc. Gujarat University will only provide the floor space and server at its premises. All data entry will be in the server of Gujarat University.

5.5   Presence (In and Out time) of all people on site shall be always noted by Biometric machine and this data should be accessible by Controller of Examination at any time.

5.6   Gujarat University may access working environment by setting up CCTV on site.

5.7   The Agency will issue Identity cards to their staff working in premises of Gujarat University. The Agency will be solely responsible for leaking any sensitive information related to examinations by their employees.

5.8   The Agency must use all licensed software(s) to carry out the work. Gujarat University will not be responsible to any legal issues related due to unauthorized software used.

5.9   Gujarat University will not be responsible if any accident occurs during the execution of the work assigned. Agency preferably should submit the insurance cover (if any) for the staff at work for the knowledge of Gujarat University. The University will not be responsible for any legal matters arising in this matter.

5.10   If the Agency delays the allocated work or submitted the work with errors, Hon. Vice Chancellor of Gujarat University or a committee appointed by him/her will have the final authority to take necessary punitive action.

5.11   Hon. Vice Chancellor or the Committee appointed by him/her will be final authority to overcome any dispute and any breach of terms and conditions of the contract.

5.12   Initial contract will be made for two years. If the desired work is done satisfactorily, the University may extend the same for further two years (maximum two times).

5.13   The service provider or Agency shall be the single point of contact with the Institute and shall be solely responsible for the execution and delivery of the work. Because of the confidential nature of work, Joint Ventures, and Sub-contracting of any items of work is prohibited. Agency cannot give subcontracts for any work assigned to them.

5.14   The courts of Ahmedabad only will have jurisdiction in case of any legal issues.

5.15   Gujarat University will provide examination forms duly filled by students for about 20,000 students' exams of various faculties. The agency will have to generate data by entering students' details from the forms and generate seat numbers, candidate lists, examination hall admit cards and all required statements specified by the university.

5.16   The agency will have to generate and print bar code stickers for each theory subject for the data generated for nearly 20,000 students' exams as above plus for the data to be given by the university in CDs for nearly 3,50,000 students of various faculties. The stationery required will have to be provided by the agency. The bar codes are not to be generated for subjects having practical, seminar, project, viva, etc.

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5.17 The agency must deliver packets of barcodes day-wise and block-wise as desired by Gujarat University after two days of submission of CDs.

5.18 If the agency cannot deliver the allotted work within time limit the Hon. Vice Chancellor of Gujarat University may cancel the contract without any prior notice and may also penalize the agency for the same.

5.19 The agency will have to generate and print attendance reports/sheets (01-Patrak) for each theory subject for nearly 3,50,000 students of various faculties. The stationery required will have to be provided by the agency.

5.20 The Agency will also provide Subjects Offered Lists for nearly 3,50,000 students of various faculties containing subject wise, date wise and block wise seat numbers appearing at various centers in printed and pdf plus excel format.

5.21 The agency will also provide the desired number of emergency bar codes to the University at the same rates which may be used by university in emergency conditions. The University will give the details of the barcodes used by students in emergency and the agency has to process the Answer books having emergency barcodes also at the same rates.

5.22 The assessed Answer Books will have to be collected by the Agency from the university nominated authority (coordinator of concern exam). The Agency will give the receipt of the Answer Books Received to the nominated authority and send the copy to the Controller of Examinations. The Agency will keep records of Answer Books received day wise, Subject wise and exam wise and will also give a daily written update of Answer Books received by them to the Controller of Examinations. The University will not provide any bags (thelaas) for transaction of answer books. The good quality and marked bags should be arranged by the Agency.

5.23 Once possession of answer books is given to Agency, the account keeping of Answer Books will be sole responsibility of the Agency. The Agency will be responsible for all legal matters including cost, if any, arising due to misplacement or damage of Answer Books by the Agency.

5.24 The Agency will paste Unique-ID bar codes prepared by them to identify answer books uniquely to be used later for rechecking/reassessment/RTI without revealing the identity of the answer books.

5.25 The Agency will deploy efficient and sufficient staff to scan barcodes, unique-id barcodes and enter marks data of minimum one lakh answer books per day even in adverse conditions like staff strikes, rain etc. If they fail to process one lakh answer books per day the Hon. Vice Chancellor may terminate the contract without any prior notice and may also penalize the agency for the same. The bidder should maintain 24 X 365 days support with minimum 15 staff member at Gujarat University (2 Software Engineer, 2 Manager, 4 Supervisor, 7 Data Entry operators). The proposed team shall be there at the disposal of the University for the entire period of the contract and shall be required to support the university in the implementation and the running of the software. University will not provide accommodation.

5.26 Any person or relative who is appearing in any of the Gujarat University examinations shall not be deployed for any kind of work by the Agency. (No relation Certificate must be provided by the agency)

5.27 The University reserves its right to split the work and offer to more than one bidder.

5.28 The Agency will have to enter the marks obtained by every student from answer books given to them question-wise and total marks along with their examination, seat numbers, subject and Unique-ID. Correctness in entering marks and other information is extremely important (average 6 marks entries for each subject for each student may be assumed).

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5.29 The Agency will make necessary arrangements for cross verification of the marks entered by them and the marks written in Answer books by examiners. If the marks are entered from the examiner marksheets provided by the concerned university nominated authority (coordinator of concern exam) then the provision must be made to cross verify the entered marks with the original answer books.

5.30 The Agency will also have to arrange for the entry of total marks by respective examiners through a security system. Agency must arrange for the stationery These entered marks by examiners will have to be compared by the marks entered from answer books by the agency.

5.31 The Agency will submit required data of Students marks, seat numbers, subject, unique ids, etc. in CDs (Read Only) for nearly 3,50,000 students to Controller of Examinations with authentication by authorized person of Agency after all barcodes of answer books of concern exams are scanned and marks data entry process is over.

5.32 For approximately 20,000 students, the agency will have to enter internal marks and any other marks like practical, seminar, project, viva, etc. also which will be provided by the University in hard copy. For these students, the agency will have to assemble University External marks entered from answer books, internal marks and any other marks. The agency will have to complete totaling of sub-papers as per the course requirement. The agency will generate and provide reports of frequency distribution of external marks for each subject to the controller of examination to facilitate general gracing and its applicability. The agency will have to grant general gracing in the University External Marks as per written instructions from the University.

5.33 Once all marks are entered, totaled, graced and assembled as per the requirements of the course and as per instructions from Controller of Examinations, the agency will have to **prepare result** for each student based on the structure and relevant ordinances of the University for each Course. At least one of the people from the agency shall be well learned of all the relevant ordinances of the University for each Course at the time of preparing result.

5.34 After preparing results, the agency will have to provide various statistical reports and Notifications for each course as per requirements of the University.

5.35 Once the results are declared by the University, the agency will have to submit printout of Statement of Marks (Marksheets with QR Code), Office Registers (A3-Size, in two copies) and College Registers as per requirements of the University.

5.36 The University will provide necessary blank stationery for printing Statement of Marks (Marksheets with QR Code). The agency will have to provide required stationaries for ALL other printing requirements like statements, Office Register and reports as mentioned above.

5.37 Gujarat University will provide seat no, subject and exam details of students applying for RTI, rechecking/reassessment of the result of concern faculty. Based on this list, the Agency will give the required answer books within 2 days of submission of list by Gujarat University along with the list showing Unique-ID number to seat number, subject and exam details to examination department. If the Agency does not give the Answer Books in 2 days, they will be penalized by Rs. 100/- per day for each answer book. And if the delay is more than 8 days after the stipulated time, the Hon. Vice Chancellor of Gujarat University can be penalized more for the same.

5.38 The agency will have to prepare and print NEW Result/Notification/Marksheet/OR/CC for any correction after Rechecking/Reassessment/With-Held/ Duplicate request etc.

5.39 The agency will have to Generate and print in required copy with Rank Certificates/Medal data list for each examination subject as per requirement of University.

5.40 As per the university requirement, the agency will hand over all remaining Answer books to the Examination Department with print out and soft copy of Unique-ID numbers of

I have read and understood terms and conditions of the tender documents.

corresponding seat numbers, subject and exam details. The Agency will make necessarily arrangements of transportation and manpower deployed to transfer Answer Books from workplace to Record Room of Gujarat University and the entire cost will be borne by the Agency. The answer books must be stored securely in polythene bags for approx. six months and should be easily retrieved as and when required.

5.41   The University will provide necessary blank stationery for printing Statement of Marks (Marksheets) only. The agency will have to provide required stationery (one part, two-part, three parts, 10"x12", 15"x12" continuous as the case may be) for **ALL OTHER** printing requirements like marks entry, Statements, Reports and Registers as mentioned above for Pre as well as Post Examination work.

5.42   Gujarat University conducts OMR based examinations The agency must be equipped with software for OMR based examinations. The agency must be equipped to provide OMR printed, scanning and prepare results.

5.   Declaration by the Bidder:

All above terms and conditions with annexure are read by me. I agree and abide to observe and obey all the above if work is allocated to my Agency.

Date :   Signature :

Place :   Name :

Stamp of the Agency:

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

(Brief Scope of Work) : The details are available at "Terms and Conditions" above.

Sr	Nature of Work	Quantity
	Pre-Examination Work	
1	For each Examination/Course, Examination Form Entry and Generation and printing of Seat Nos, Candidate Lists, Admit Cards and all required statements	20,000 Students
2	Generate and Print Bar Codes on Sticker Paper as per University requirements (1" x 4") for each Subject/Paper, including Centre No, Block No, Seat No, Subject Code, Name, Date, Examination Year, Faculty, etc. (each student having average 6 subjects). Generate and Print Emergency Bar Codes also as per requirement of the University for each Examination. (Required stationery will have to be provided by the agency.)	Approx. 24,00,000 Barcodes
3	Generate and Print attendance reports (01-Patrak) as per University requirements (30 Candidates per sheet i.e. one sheet per block) (Required continuous stationery 10"x12"x3 part will have to be provided by the agency.) Also Generate and Print Subjects Offered List of various faculties containing subject wise, date wise and block wise seat numbers appearing at various centers in printed and pdf plus excel format	For 3,50,000 Students
	Post-Examination Work	
4	Generate, print & paste Unique-ID barcodes on each answer book for each student (each student having an average of 6 subjects). Scan bar codes, unique-id bar codes on each answer book, Enter Marks question wise, total for each student (each student having average 6 subjects), cross verify the entered marks with answer books. Also arrange for the entry of total marks by examiners through a secured web-based system and compare entered marks using bar codes with those of examiners. Submit Entered Marks in the format specified by University on CDs	Approx. 24,00,000 Quantity
5	Enter Internal Marks and other marks like practical, seminar, project, viva, etc. as per the requirement of the course and subject.	1,50,000 Quantity
6	Assembling External & Internal marks after totaling, wherever required, for each student as per the structure of the course. Generate and Provide Frequency Distribution Reports of external marks for each subject and examination to facilitate general gracing. Apply General Gracing as per requirements of the University for each subject and examination. Prepare Result for each student based on the structure and relevant ordinances of the University for each Course. Generate and print statistical reports and Notifications for each course as per requirement of the University. Print Statement of Marks (Marksheets), Office Registers & College Registers. Submission of selected Answerbooks to University for Rechecking, Reassessment, Provide Scanned of Answerbook for RTI, as required. Prepare & Print NEW Result/ Notification/Marksheet/OR/CC for correction after Rechecking/Reassessment/With-held cases/ Correction cases/Duplicate MS requests, etc. Generate and Print Rank Certificates/Medal Data List as per university requirement. [The University will provide necessary blank stationery for printing Statement of Marks (Marksheets) only. The agency will have to provide required stationery for ALL other printing requirements like marks entry, Statements, Reports and Registers as mentioned above for Pre as well as Post Examination work]	For 20,000 Students
7	Print and Scan OMR then generate results and print necessary reports	8,000
8	Handover all the answer-sheets, all other related documentation and data to Controller of Examination or else nominated by the Gujarat University. The answer books must be stored securely in polythene bags for approx. six months and should be easily retrieved if required Provide Scanned of Answerbook for RTI. After five years the software is to be handed over to the university with source code to the university	

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Commercial Bid (To be Submitted Online only)

Sr	Nature of Work	Quantity	Rate
	Pre-Examination Work		
1	For each Examination/Course, Examination Form Entry and Generation and printing of Seat Nos, Candidate Lists, Admit Cards and all required statements	Approx. 20,000 Students	Rate Per Student
2	Generate and Print Bar Codes on Sticker Paper as per University requirements (1" x 4") for each Subject/Paper, including Centre No, Block No, Seat No, Subject Code, Name, Date, Examination Year, Faculty, etc. (each student having average 6 subjects). Generate and Print Emergency Bar Codes also as per requirement of the University for each Examination. (Required stationery will have to be provided by the agency.)	Approx. 24,00,000 Barcodes	Rate Per Barcode
3	Generate and Print attendance reports (01-Patrak) as per University requirements (30 Candidates per sheet i.e. one sheet per block) (Required continuous stationery 10"x12"x3 part will have to be provided by the agency.) Also Generate and Print Subjects Offered List of various faculties containing subject wise, date wise and block wise seat numbers appearing at various centers in printed and pdf plus excel format	For Approx. 3,50,000 Students	Rate Per Student
	Post-Examination Work		
4	Generate, print & paste Unique-ID barcodes on each answer book for each student (each student having an average of 6 subjects). Scan bar codes, unique-id bar codes on each answer book, Enter Marks question wise, total for each student (each student having average 6 subjects), cross verify the entered marks with answer books. Also arrange for the entry of total marks by examiners through a secured web-based system and compare entered marks using bar codes with those of examiners. Submit Entered Marks in the format specified by University on CDs	Approx. 24,00,000 Quantity	Rate Per Barcode
5	Enter Internal Marks and other marks like practical, seminar, project, viva, etc. as per the requirement of the course and subject.	~1,50,000 Quantity	Rate Per Student
6	Assembling External & Internal marks after totaling, wherever required, for each student as per the structure of the course. Generate and Provide Frequency Distribution Reports of external marks for each subject and examination to facilitate general gracing. Apply General Gracing as per requirements of the University for each subject and examination. Prepare Result for each student based on the structure and relevant ordinances of the University for each Course. Generate and print statistical reports and Notifications for each course as per requirement of the University. Print Statement of Marks (Marksheets), Office Registers & College Registers. Submission of selected Answerbooks to University for Rechecking, Reassessment, Provide Scanned of Answerbook for RTI, as required. Prepare & Print NEW Result/ Notification/Marksheet/OR/CC for correction after Rechecking/Reassessment/With-held cases/ Correction cases/Duplicate MS requests, etc. Generate and Print Rank Certificates/Medal Data List as per university requirement. [The University will provide necessary blank stationery for printing Statement of Marks (Marksheets) only. The agency will have to provide required stationery for ALL other printing requirements like marks entry, Statements, Reports and Registers as mentioned above for Pre as well as Post Examination work]	For Approx. 20,000 Students	Rate Per Student
7	Print and Scan OMR then generate results and print necessary reports	~8,000	

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Annexure –A
(Details of the Bidder)

Name of the Authorized Signatory   :

Designation   :

Name of the Company   :

Address for Correspondence   :
:
:
:

Contact Phone Numbers   :
:

GST Registration number   :

PAN number   :

Tender Fee   :   DD No. : ……………………………..

Date   : . . . .

Drawn on Bank   : . . . .

E M D   :   DD No. : ……………………………..

Date   : . . . .

Drawn on Bank   : . . . .

Signature, Date and Stamp   :

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Turnover Certificate

This is to certify that M/s _____(PAN no : _____)
residing at _____has achieved following turnover during the
financial year 2021-22, 2022-23, 2023-24, 2024-2025 (Any Three)

Financial Year	Turnover
2021-2022	
2022-2023	
2023-2024	
2024-2025	

This certificate has been issued based on documents and records provided to us and information
given to us and at the time of issuing certificate.
It is certified that above details are correct / fair and audited.

Place:-

Date:-

Signature of Chartered Accountant with Stamp

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

Sr No.	Designation	Total number of employees in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Gujarat University

<div align="center">

(Annexure D)

<u>WORK EXPERIEINCE</u>

</div>

Sn	Name of project and location	Name of sponsoring organization/ owner	No of Students	Date of commencement as per contract	Date of comple tion	Total Experi ence (Yrs/M onths)	Any litigation/ arbitration pending (y/n)	Name, email and phone number of officers with whom reference check can be made	Remarks (if any)
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									

(Annexure E)

DECLARATION

(On Stamp Paper of Rs.300/- Only as Per Government Norms)
Non-Blacklisted DECLARATION

I/We _____ do hereby declare that my/our firm or any other firm previously owned by us is not declared ineligible or blacklisted or debarred and no enquiries/cases are pending against us by Government/Public sector unit Agencies/ University / educational institute / Board / Council.

Explanation 1: For the purpose of this declaration firm shall include proprietary/partnership/private limited/public limited/company/body corporate registered or unregistered.

Explanation 2: In the purpose for this declaration enquiry and cases shall include any proceedings initiated or pending against the directors/partners/employees/servants of the firm for any kind of misconduct in connection to any tender or contract by any public institution mentioned above.

I/We further undertake that if the above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled / terminated, and we shall not challenge it.

I/We, the proprietor/partners/directors of this firm/company, give an undertaking, hereby, that I/ We am/are jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by the GUJARAT UNIVERSITY as a result of our abandoning the work entrusted to us, i.e. this firm.

I/We further undertake that if above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled / terminated.

Signature of Authorized person

<u>**Annexure – F**</u>

<u>**AFFIDAVIT TO START OFFICE SET UP IN AHMEDABAD**</u>
(On Stamp Paper of Rs.300/- Only as Per Government Norms)

I/We _____ do hereby declare that if my/our firm is selected and we are given a question paper printing work order by Gujarat University, I/We will establish our office set up in Ahmedabad for smooth execution of work within one month after receiving the work order.

If I/We fail to maintain this, I/We know that my/our contract stands to be cancelled / terminated.

Signature of Authorized person

Gujarat University

<u>Annexure – G</u>

<u>Affidavit from the Bidder regarding the ownership of software</u>
(On Stamp Paper of Rs.300/- Only as Per Government Norms)

I/We do hereby declare that

We _____ (Name of the bidder) are the original developer of the software titled
_____ (Software Name).

We are not a reseller, distributor, or authorized bidder of any third-party software.

We are the sole and exclusive owner of the complete source code of the said software.

The software is entirely developed and owned by our company and is being provided for the required hardware infrastructure.

After five years or completion of tenure of contract the software is to be handed over to the university with source code to the university.

This declaration is made truthfully and in compliance with the tender/contract requirements.

Signature of Authorized person